



Fayetteville Technical Community College



Associate in Applied Science in Business Administration

STUDENT DATA:

NAME: ROADMAP'S DEGREE

SSN: 000-00-0000

Credit Potential
Required Credit

Expository Writing (ENG 111) [EN024A]

3.00

(This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. College credit by examination may apply.)

{DANTES Code = 11.07.00}

Professional Research & Reporting (ENG 114) [EN025A]

3.00

(This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. College credit by examination may apply.)

{DANTES Code = 11.07.00}

Oral Communication (ENG 115) [CM001A]

3.00

(This course introduces the basic principles of oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings. College credit by examination may apply.)

{DANTES Code = 04.10.00}

Basic PC Literacy (CIS 111)

2.00

(This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. College credit by examination may apply.)

{DANTES Code = 05.02.00}

Business Math (BUS 121)	3.00
(This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business. College credit by examination may apply.)	
{DANTES Code = 14.02.01}	
Humanities/Fine Arts Elective	3.00
(College credit by examination may apply. Visit the FTCC website for a description of courses available.)	
{DANTES Code = 08.06.00 or most 08.XX.XX series}	
Principles of Microeconomics (ECO 251 [EC009A])	3.00
(This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. College credit by examination may apply.)	
{DANTES Code = 20.05.00}	
Principles of Macroeconomics (ECO 252) [EC008A]	3.00
(This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. College credit by examination may apply.)	
{DANTES Code = 20.05.00}	
College Student Success or Success & Study Skills (ACA 111,115)	1.00
(Visit the FTCC website for a description of these courses.)	
Mathematical Models (MAT 115)	3.00
(Prerequisites: MAT 070 or COMPASS Algebra Score of 46 This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include application to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.)	
{DANTES Code = any 14.XX.XX series}	

Spreadsheet I (CIS 120) [OF034A]**3.00**

(Prerequisites: One course required: CIS 110, CIS 111 or OST 137. This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.)

Principles of Financial Accounting (ACC 120) [AC025A]**4.00**

(This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community. College credit by examination may apply.)

{DANTES Code = 03.01.00}

Principles of Managerial Accounting (ACC 121) [AC004A]**4.00**

(Prerequisites: ACC 120 This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community.)

{DANTES Code = 03.01.09}

Introduction to Business (BUS 110) [BU001A]**3.00**

(This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. College credit by examination may apply.)

{DANTES Code = 03.10.07}

Business Law I (BUS115) [BU002A]**3.00**

(This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. College credit by examination may apply.)

{DANTES Code = 12.01.00}

Business Law II (BUS 116) [BU002A]	3.00
(Prerequisites: BUS 115 This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. College credit by examination may apply.) {DANTES Code = 12.01.00}	
Principles of Management (BUS 137) [MG001A]	3.00
(This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. College credit by examination may apply.) {DANTES Code = 03.10.00}	
Business Finance (BUS 225) [BU003A]	3.00
(This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management. College credit by examination may apply.) {DANTES Code = 03.02.01}	
Principles of Supervision (BUS 135) [MG013A]	3.00
(This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place. College credit by examination may apply.)	
Human Resource Management (BUS 153) [MG002A]	3.00
(This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns. College credit by examination may apply.) {DANTES Code = 03.13.00}	
Business Applications Seminar (BUS 239)	2.00
(Prerequisites: A course from each set required: ACC 120 and BUS 115 and BUS 137 and MKT 120 and ECO 151 or ECO 251 or ECO252 This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.)	

Principles of Marketing (MKT 120) [BU005A]**3.00**

(This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making. College credit by examination may apply.)

{DANTES Code = 03.11.00}

Fundamentals of Selling (MKT 123) [BU010A]**3.00**

(This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.)

{DANTES Code = 03.11.01 or 03.11.06}

Major Elective**6.00**

(Co-op Option: Qualified students may elect to take up to six (6)) credit hours of Cooperative Education. Three (3) credit hours in lieu of other major courses and three (3) credit hours in lieu of a free elective provided they acquire approval from the Co-op Director and the Department Chairperson.)

{DANTES Code = most 03.XX.XX series}

Free Elective**3.00**

(College credit by examination may apply. Visit the FTCC website for a description of courses available.)

Excess Duplicate Credit**TOTAL****76.00****0.00**

Thank you for requesting support from the U.S. Coast Guard Institute (CGI). Whereas we serve as an activity in support of your unit Educational Services Officer (ESO), you are encouraged to seek assistance from your local ESO in your academic endeavors. The following information is provided to help you understand what is presented in this degree plan:

This document is an UNOFFICIAL Degree Plan to provide you with a preliminary assessment of how your prior learning experiences might fit into the specified degree program for this academic institution. If you choose to pursue this degree option, you must present it to a college representative, who will review it for the following:

- o Accurate representation of the college's degree program requirements, including course numbers and titles, credit hours for each course, lower- and upper-level course requirements, and the total number of credits needed for the degree.

- o Appropriate assignment of ACE Guide-recommended credit at the lower or upper level for military service schools and occupations, CLEP, DSST, and other tests, transfer credit for courses from other colleges and universities, certification programs, etc.

- o Appropriate assignment of SOC Course Category Codes from the SOC Handbook

Transferability Tables. The SOC Degree Program Handbooks can be obtained from the SOC web site at: www.soc.aascu.org should you wish to learn more about the course transfer guarantees among SOC network institutions.

IMPORTANT NOTE: When you are ready to seek admission into this degree program, please contact the USCG Institute at 1-405-954-7241. Your advisor will send the college or university an official U.S. Coast Guard Institute transcript, a copy of the degree plan, and a ready-for-signature SOC Student Agreement which, when signed by a college official, becomes a contract for degree completion committing the college or university to supporting you in your academic endeavors.

Credit for all courses you have taken must be reflected on official transcripts sent directly to this college from the administrative offices of the colleges you previously attended. This degree plan is often used for information purposes by college counselors pending receipt of the official transcripts from the source colleges.

This degree plan is not intended to compete with your local college or university. Keep in mind, you are allowed to transfer in a significant amount of the degree requirements to this institution. As such, credit from local colleges, college level examination programs, or advanced military training may be applied to this degree. You may also complete the courses necessary from this college either in residence (on campus or possibly on a military base at a campus extension in the Education Center) or through distance delivery of the courses. If you have questions, please contact the college counselor or your advisor listed at the bottom of this Degree Plan.

DEGREE PLAN LEGEND:

SH = Semester hours
VOC = Vocational, not relative to an academic degree
LL = Lower Level, i.e. courses at the Freshman/Sophomore level
UL = Upper Level, i.e. courses at the Junior/Senior level
GL = Graduate Level (sometimes recommended by ACE for very complex courses)
[#] such as [EN024A] or [EN024B] = SOC Course Category Codes*
{#} such as {DANTES Code = 01.02.03} = DANTES Academic Codes **

* SOC Course Category Codes: Service members Opportunity Colleges (SOC) is a consortium of over 1,600 accredited colleges and universities seeking to provide degree opportunities to the military. Over 170 of these institutions participate in network degree programs developed for the Army, Navy, Marine Corps, and Coast Guard. A SOC course category number beside a course from one of these institutions, such as [EN024A] or [EN024B] for English Composition, indicates that courses from other degree program institutions with the same code may be taken to satisfy the degree requirement. See the SOC Degree Programs Handbooks at <http://www.soc.aascu.org/>

** DANTES Academic Codes: The Defense Activity for Non-Traditional Education Support (DANTES) publishes the DANTES Independent Study Catalog (DISC) annually, which lists more than 6,000 courses from dozens of regionally accredited colleges and universities. Because this is a degree from a SOC affiliated college, the academic residency requirements are limited, thereby allowing students to transfer in a significant portion of the degree, as mentioned above. If the course you

desire to take is not offered by this institution when you want to take it, consider the opportunities the courses in the DISC present. For more information, visit http://www.dantes.doded.mil/dantes_web/distancelearning/disc/front/cont.htm Keep in mind, you should always check with the counselor or academic advisor at this institution before enrolling in a course listed in the DISC to ensure it will be accepted in transfer toward this degree.

Fayetteville Technical Community College General Information:

Fayetteville Technical Community College, as a comprehensive community college, adheres to an "Open Door" admissions policy. High school graduates, persons achieving a North Carolina General Education Development equivalency certificate.

Academic Programs (College Credit) General: The Curriculum Programs have over 112 Associate Degrees, Diplomas, and Certificates that are designed to meet the needs of students, business, and industry. From two-year degrees in Associate in Arts and Associate in Science, that are guaranteed to transfer to the four year state universities and other private institutions, to certificates in technical and vocational areas that provide the needed training or certification for employment or improving job skills, Fayetteville Technical Community College has the right educational programs for you.

Distance Education Distance Learning at FTCC is available in a number of delivery methods. These include courses offered via the Internet, College-by-Cassette, Television Courses, Video Conference courses and courses that combine several methods of instruction. The College currently has nine associate degrees and one certification that can be earned via distance learning options at FTCC.

College-by-Cassette (CBC) is one of the distance learning delivery methods at FTCC. Students attend an on-campus orientation prior to taking the course. Students who take a CBC course checkout a set of videotapes from the Media Services Division. The students will follow the instructions of the assigned faculty member to progress through the courses using a textbook, videotapes and assigned materials.

Television Courses (Telecourses) are college credit courses that are delivered over the Public Broadcast System channel (UNC TV). The students will follow the instructions of the assigned faculty member to progress through the courses using the TV broadcasts, textbook and assigned materials.

Fayetteville Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates.

Tuition for students is: \$33.50 per credit hour for in-state tuition, and \$197 per credit hour for out-of-state tuition. (subject to change)

For more information regarding the AAS Business Administration degree, please contact:

Ann Jones
Asst. Registrar Curriculum

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Evaluation completed by: Charles Morrison

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